

Checklist of Items for Closing

The following list is provided to facilitate the closing process and for your convenience.

Prior to Closing

--The Federal Addendum must be attached to the deed (land owner must agree)

	Submit to NRCS and OGC a copy of the agreed-to easement no less than 60 days prior to easement closing.
	Notify NRCS if payment is to be made at closing or on a reimbursable basis. If funds are made at closing, inform NRCS at least 60 days prior to closing.
	Submit to NRCS an appraisal, not more than a year old at the time of closing. The appraisal must conform to either the Uniform Standards of Professional Appraisal Practices or Uniform Appraisal Standards for Federal Land Acquisitions.
Only if you want funds @ closing	Submit to NRCS the closing agent name, address, phone number and fax number. An electronic fund transfer account needs to be established for the closing agent. This can take up to six weeks and needs to be started well ahead of the anticipated closing date. Also, NRCS issues a copy of the closing agent requirements, Exhibit E of CPM, Part 519 to the cooperating entity. The cooperating entity provides a copy of the instructions to the closing agent. The closing agent certifies to the cooperating entity that it meets these requirements and cc's the NRCS State Office.
	Need before NRCS can make payment Submit a copy of the AD-1026 (Highly Erodible Land (HELC) and Wetland Conservation (WC) Certification Form) on file with the FSA County Office.
	Submit a copy of the Baseline Documentation Report to NRCS.
	Submit CPA-230 (Confirmation of Matching Funds).
	Need before NRCS can make payment Submit CCC-526 (Payment Eligibility Adjusted Gross Income Certification).
	Submit proof of Title Insurance. At a minimum, the American Land Title Association title insurance will be issued for all acquisitions and the parcel will free and clear of any encumbrances except those already agreed upon by NRCS, OGC, and the cooperating entity. Where NRCS has reservations regarding encumbrances listed on the policy, a copy of the policy will be provided to the OGC Regional Attorney for their review. Insure that the FRPP share is covered under by the insurance policy and that the policy co-insures the "United States, by and through the Secretary of Agriculture, its successors and assigns."
	Submit SF-270 (Request for Advance or Reimbursement). The format for submission varies depending on whether the payment is issued at closing, or on a reimbursable basis. Contact NRCS for an example of how the form is to be filed.
	Verify there is an up-to-date conservation plan for all land under easement.
	Submit to NRCS a final copy of the easement which includes NRCS's and OGC's edits, finalized baseline documentation records, and the above-mentioned forms, prior to NRCS signing the conservation easement.

Following Closing:

	Submit to NRCS the landowner name, social security number or tax identification number, and the date when the NRCS payment was received.
	Submit copy of recorded easement and baseline documentation.
	Annually submit monitoring and easement review report.